

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 31

October 15, 2007

SUBJECT: ABSENTEE BOOKING PROCEDURES - REVISED

PURPOSE: This Order revises the Department's fingerprinting requirement during the absentee booking procedure so that it is consistent with current operational practices. The Criminal Identification Section (CIS), Records and Identification (R&I) Division, shall be responsible for facilitating the capture of ink-rolled fingerprints, which was formerly handled by Detective Support Division. This Order establishes the guidelines for processing absentee bookings when the subject is transported to the Los Angeles County-University of Southern California Medical Center.

PROCEDURE:

I. REQUESTING FINGERPRINTS FOR ARRESTEES ADMITTED TO THE LOS ANGELES COUNTY-UNIVERSITY OF SOUTHERN CALIFORNIA MEDICAL CENTER (LAC-USCMC), LOS ANGELES COUNTY SHERIFF'S DEPARTMENT (LASD) JAIL WARD (13th FLOOR). In the instance where an arrestee is admitted for medical treatment, LASD is responsible for electronically fingerprinting the arrestee prior to transfer or release. However, Los Angeles Police Department (LAPD) transporting personnel shall ensure provisions are made to electronically fingerprint the arrestee via Livescan by advising on-site LASD personnel to do so. Therefore, incidents requiring LAPD arresting officer(s) to make an investigative request for ink-rolled fingerprints should be minimized.

Note: In an instance where the arrestee is treated and released from LAC-USCMC medical care, LAPD transporting personnel shall ensure that the arrestee has been electronically fingerprinted at a Department detention facility.

II. REQUESTING FINGERPRINTS FOR ARRESTEES AT OTHER HOSPITALS. If an immediate fingerprint-based identification is required for an arrestee at any other hospital facility, the arresting officer shall notify the Pre-Identification Records Search Unit, CIS, R&I Division, which shall be responsible for facilitating ink-rolled fingerprint capture. The acquisition of ink-rolled fingerprints does **NOT** replace the requirement that the transporting officer ensures the arrestee is

electronically fingerprinted prior to transfer or release.

AMENDMENT: This Order amends Department Manual Sections 2/350.55 and 4/625.20.

AUDIT RESPONSIBILITY: The Commanding Officer, Records and Identification Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

WILLIAM J. BRATTON
Chief of Police

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